Poland: Information Management Working Group

Meeting notes
Date: 25 August 15:00 CET

Agenda:

1. Tour de table
2. Review of Action Points
3. Registration of Assessments – Update on Kobo Forms
4. Activity Info – Presentation of reported activities
5. RRP (Refugee Response Plan) 2022 Recalibration and Winterization – update on participation and process
6. AOB
7. Definition of New Action Points

1. Tour de table

Presentation of the participants.

Two new members have been welcomed to the group:
Midi Sherif – MEAL Coordinator – Poland – PUI (Première Urgence Internationale) – pol.mealco@premiere-urgence.org
Harley Emery – Information Manager – IOM (International Organization for Migration) – hemery@iom.int

2. Review of Action points

Action	Responsible	Deadline	Status
Submit contributions to Winterization planning and Recalibration of RRP (https://enketo.unhcr.org/x/Tncgteei)	All RRP partners (Recalibration) All agencies (Winterization)	22 August 2022 (extended until 26 August)	ongoing
All partners collecting data on collective sites to contact REACH and UNHCR (United Nations High Commissioner for Refugees) to ensure alignment of data collection with the inter-agency approach	All partners	ASAP	ongoing
Share final MSNA (Multi Sectoral Needs Assessment) questionnaire	UNHCR	ASAP	Done
Provide feedback on the assessment registry intake form https://enketo.unhcr.org/x/S85dk0If	All partners	18 August 2022	ongoing

Winterization & Recalibration:
See agenda point below
REACH:

- **MSNA**: the questionnaire has been finalized and some minor changes occurred, and the team is proceeding with the coding of the questionnaire. Data collection is planned to start on 25th August and will last one month, the first results are going to be out in the beginning of October.

The questionnaire as well as the TOR (Terms of Reference) will be shared on the operational data portal asap.

- **Site monitoring**:

  There is still a need for agencies to support data collection. 2400 collective sites have been identified. IOM and IFRC have expressed their availability. Other organizations who are working on such sites are welcome to contact Jan Rusek at jan.rusek@reach-initiative.org or Thomas Rommel at rommel@unhcr.org to discuss how they can contribute.

Assessment Registry
See agenda point below

3. Registration of Assessments – Update on Kobo Forms

UNHCR operations, sectors, and clusters ongoingly develop an assessment strategy that is clearly linked to decision-making processes and other existing information systems. By linking several types of assessments within one assessment strategy, UNHCR can significantly improve response activities and our operational relevance. Assessment preparedness activities involve Maintaining an updated assessment registry that is consolidating the list of assessment and data initiatives for coordination and harmonization purposes.

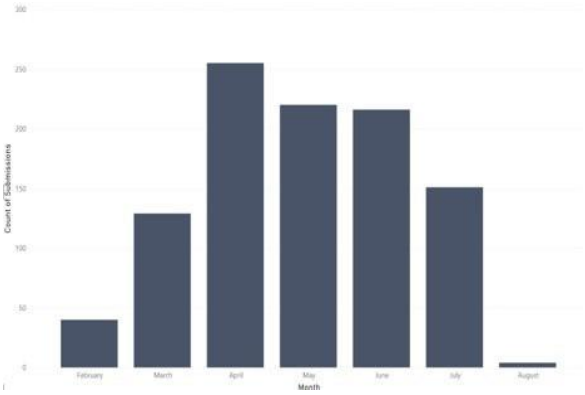
Poland IMWG: Assessments and Data Initiatives dashboard as of 25 Aug 2022

Recently we have put a few additional questions on the form:

1. Geographic structure has been changed
2. Unit of measure has been added to "Who" section
3. Primary or secondary data collection category.

We highly encourage you to fill in the form.

4. Activity Info – Presentation of reported activities



- Agencies from 10 sectors have reported (100%)
- 30 different indicators (71%)
- 26 agencies reporting (23%)
- Dashboard to be available by 15.09.2022

We should try to promote reporting via Activity Info at each level (national as well as field level) and among partners of IMWG members. The objective is to be able to show a complete picture of the response. The Manual will be translated into Polish and UNHCR will offer training sessions in English as well as polish until the next reporting deadline (10. September 2022).

5. RRP 2022 – Recalibration & Winterization

The Recalibration exercise was carried out by 18 agencies until 25th of August. The deadline has been extended until 26th August 2022. The initial results show minor adjustments but the overall objectives, funding levels and target numbers remain unchanged.

More details on each element are shown in the attached presentation.

6. AOB

N/A

7. Definition of New Action Points

Action	Responsible	Deadline	Status

Support Site Monitoring • Verify capacities of each Partner working with refugees living in collective sites • Contact REACH to coordinate support to site monitoring exercise	Each partner	31.08.2022	ongoing
Compile RRP 2022 & Winterization Inputs and share a draft with intersector	UNHCR	31.08.2022	ongoing
Verify that all partners who are engaged in RRP report to Activity Info • Have access for reporting • Have access for coordinators (if necessary) • Are trained • Dashboard online	 All partners All partners UNHCR UNHCR	 31.08.2022 31.08.2022 08.09.2022 15.09.2022	ongoing
Verify if organizations implement activities to support refugees from Ukraine in Poland that are not reflected in the RRP and inform UNHCR about indicators needed to reflect these activities	All partners	15.09.2022	

Attachments: PPT Presentation of IMWG 25th of August 2022

Information Management Working Group

25 August 2022

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Registration of Assessments – Update on Kobo Forms

- UNHCR operations and sectors ongoingly develop an assessment strategy that is clearly linked to decision-making processes and other existing information systems;

- By linking various types of assessments within one assessment strategy, UNHCR can significantly improve response activities and, ultimately, our operational relevance;

- Recently we have put few additional questions to the form:

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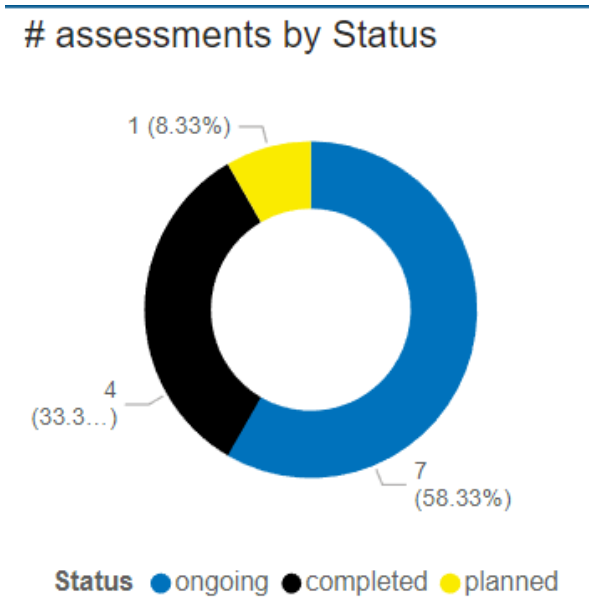

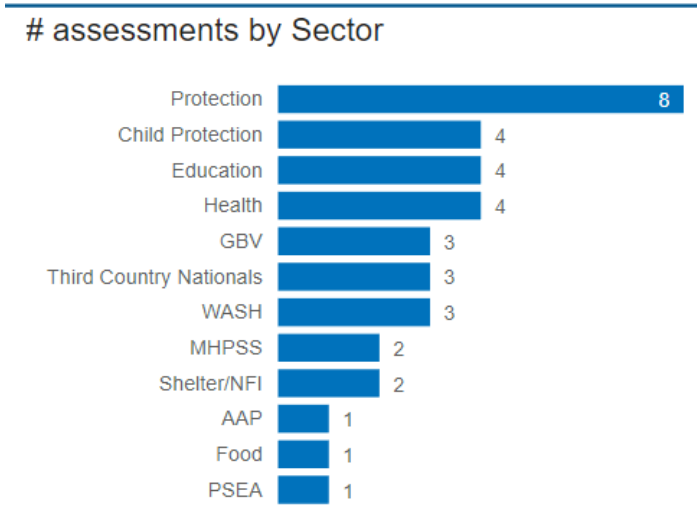

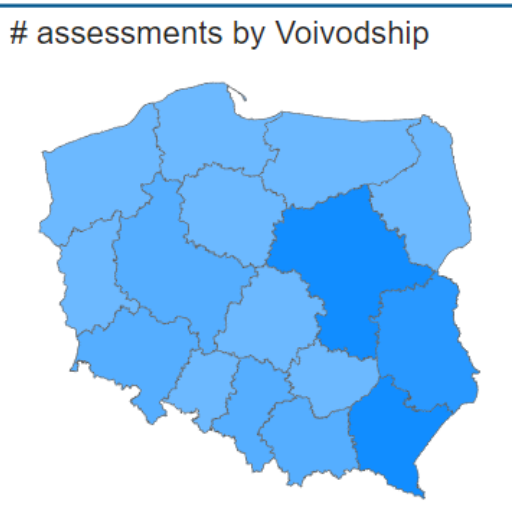

Activity Info – Presentation of reported activities

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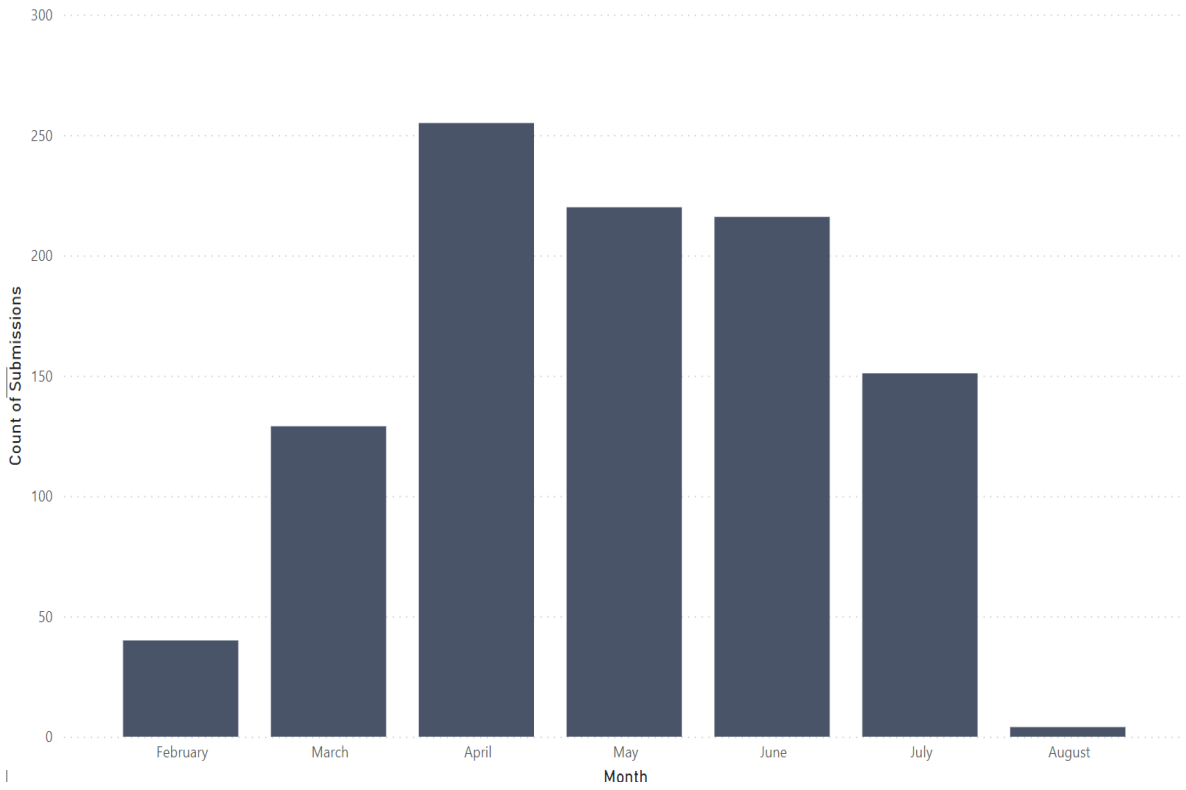
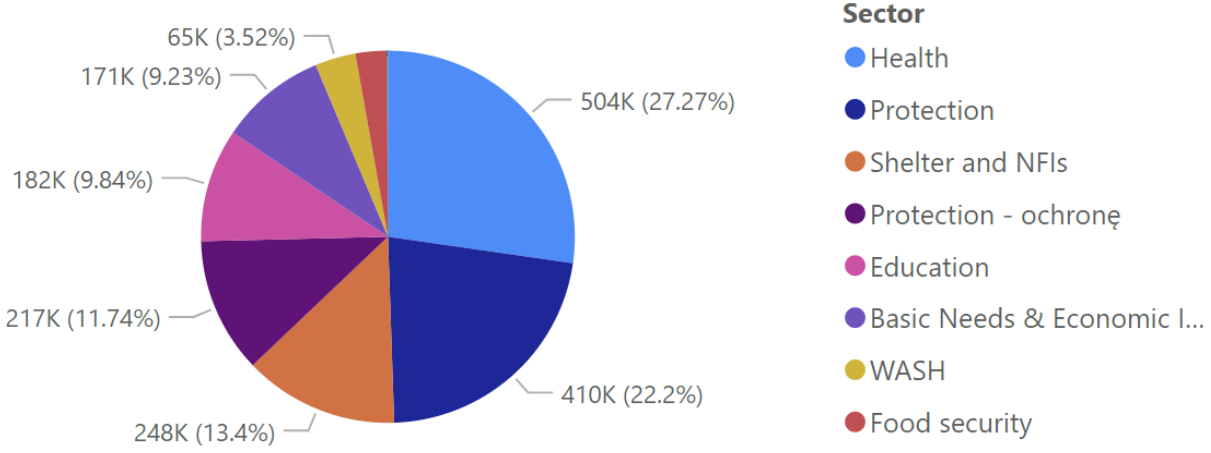
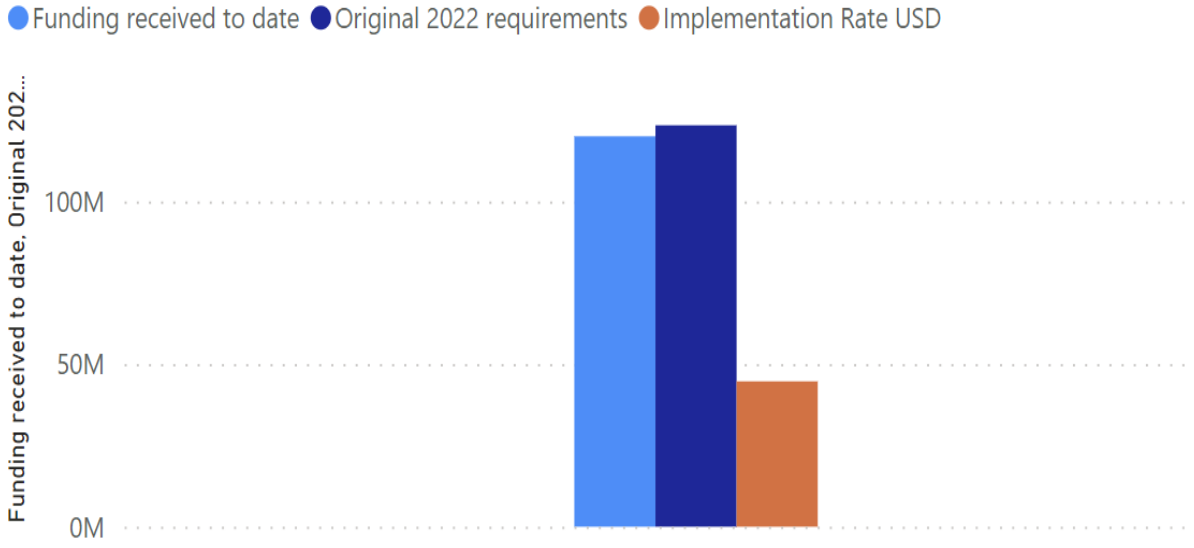


RRP 2022 Recalibration *and Winterization update on participation and process*

- 18 Agencies submitted update on RRP & Winterization
- Overall budget needs remain stable
- No fundamental adjustments noticed



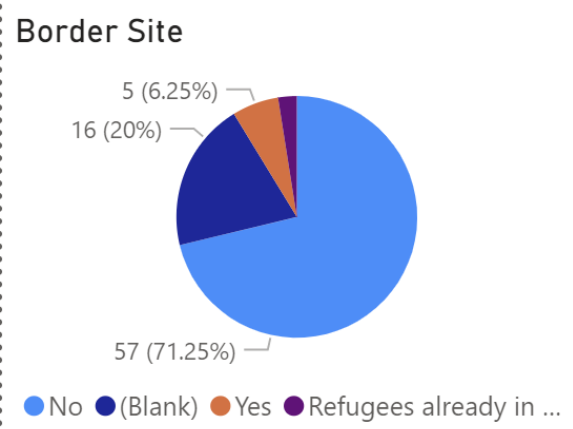
Refugees assisted per sector

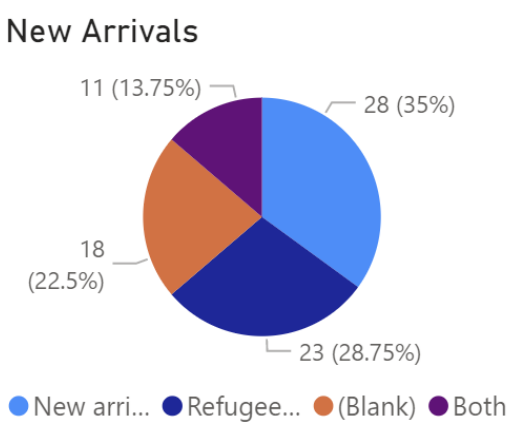


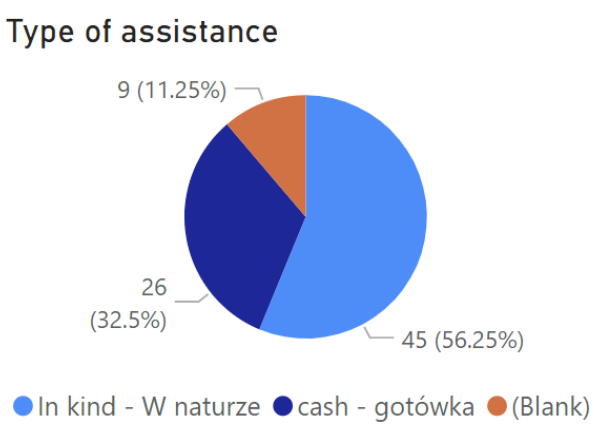
Funding levels

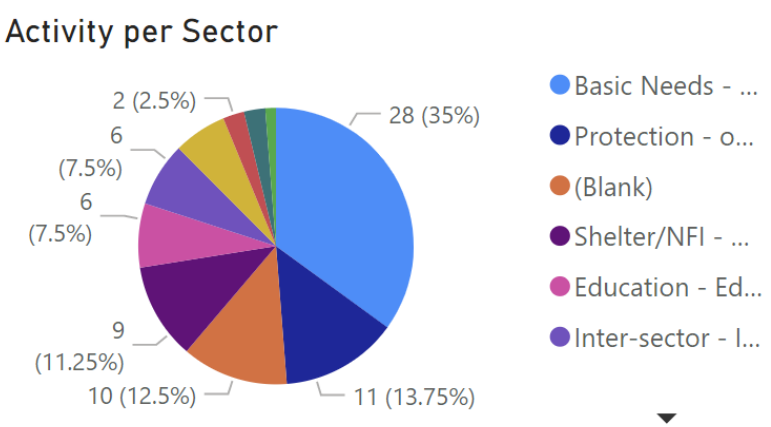
RRP 2022 *Recalibration and* Winterization
update on participation and process

- Cash will be key modality
- CWG working on clearer targeting (rural vs. urban, collective sites vs. rented accommodation)
- Energy prizes & access to heating/ Shelter key issues to address









AOB

Definition of new Action Points

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Verify that all partners who are engaged in RRP report to AI			
- Have access for reporting	All partners	31.08.2022	ongoing
- Have access for coordinators (if necessary)	All partners	31.08.2022	
- Are trained	UNHCR	08.09.2022	
- Dashboard online	UNHCR	15.09.2022	
Verify if organizations implement activities to support refugees from Ukraine in Poland that are not reflected in the RRP and inform UNHCR about indicators needed to reflect these activities	All partners	15.09.2022	

Next IMWG

Date:	08.09.2022
Time:	15:00-16:30
Location:	UNHCR Offices Warsaw - Conference Room

Thanks for your participation!